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Training Coordinator 

overview

|  | The National Association of Field Training Officers (NAFTO) is seeking a highly qualified, results-oriented, professional to serve as the Training Coordinator (TC) for this non-profit organization. NAFTO provides training to law enforcement agencies, including basic field training instructor, manager, and leadership courses. The TC will facilitate scheduling, managing instructors, and tracking financials for the NAFTO Treasurer. The ideal candidate will be forward-thinking, organized, and demonstrate an ability to utilize technology to sustain training documents, scheduling courses and instructors.  The TC will ensure training programs are offered in an accessible manner, managing partnerships with instructors and law enforcement agencies. They will understand and promote the importance of sound decision-making and critical thinking, working independently and completing tasks in a timely manner. The TC will help implement and maintain compliance with all training requirements and report any issues to the board for attention and/or direction.  This position is appointed by the Executive Board and reports to the Executive Director (ED). Any updates, scheduling issues, agency concerns, instructor complaints, or other decisions outside the TC position purview will be brought to the ED for guidance. The Executive Board, in consideration of ED recommendation(s), will determine length of appointment, based on performance, evaluation, and contract schedule. |
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# duties and responsibilities

*Course Scheduling and Management:*

* Proactively seek out agencies to purchase and/or host classes
* Respond to and address requests for classes, including correspondence and creating and editing contracts
* Engage in active marketing through emails (MailChimp), website publications, state POST entities, local and regional training coordinators, and/or published print media
* Assist with registrations, registration questions, and registration alterations
* Communicate with Member Services and Webmaster to maintain an up-to-date list of available courses and remove all past/canceled classes
* Respond to questions about billing or forward to Accounts Receivable staff
* Assure compliance with state POST requirements, when necessary
* Prepare evaluations and certificates, rosters, and course materials and distribute them to students, coordinators, and instructors
* Monitor class registration numbers to ensure practicality of classes moving forward without a financial loss

*Instructor Management:*

* Coordinate and manage instructors for classes, scheduling instructor travel dates and logistics related to lodging and flights
* Communicate with instructors to obtain needed information, receipts, and expense reports at the conclusion of a class

*Administrative duties:*

* Create class summary budgets and emails for accounts receivable, ED, Treasurer, and Executive Board
* Provide monthly report to Executive Board on current classes, potential leads, contracts, and general registration numbers
* Seek Board approval and provide class documents, such as rosters, lesson plans, syllabi, instructor resumes, instructor biographies to agencies, state POST, or other entities for the purposes of auditing or evaluating NAFTO classes
* Present information at monthly Executive Board meetings upon ED request

\**This is not an exhaustive list of responsibilities and could be adjusted based on directives from the NAFTO Executive Board.*

# Required skills and abilities

* Excellent interpersonal, written, and verbal communication skills
* Demonstrate presentation, interpersonal, and effective communication skills
* Basic level proficiency in computer software, including MS Office (Word, PowerPoint, and Excel), Google Documents, and Adobe

# experience and education

* Current or previous experience in public safety, to include law enforcement, corrections, emergency medicine, or firefighting
* Must be a current member in good standing with NAFTO
* Previous experience in an administrative role and/or leadership capacity
* Experience in a fast-paced environment with a high degree of independence